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Public Service	Career Diversity
Retirement	Promotional Opportunities
Benefits	Over 10,000 Employees
Paid Holidays	Statewide Locations
Training	Seasonal Jobs
Full Time	Part Time

APPLICATION INFORMATION: This is a competitive position. This posting is not intended to allow time for candidates not already on the register to be tested, scored and placed on the register. DACF employees interested in transferring must send a resume and memo/email requesting an interview to:
thomas.j.cotnoir@maine.gov

**Thomas Cotnoir, HR Generalist
Natural Resources Service Center
SHS #155**

Augusta, ME 04333

by the closing date of this posting.

Please call Thomas Cotnoir at (207) 624-6396 if you have any questions.

BENEFITS:

Value of State's share of Employee's Retirement:

15.3% of pay, **Employee Pays:** 7.65% of pay

Value of State-paid Dental Insurance: \$13.13 biweekly

Value of State-paid Health Insurance*:

Level 1: 100% State Contribution = \$397.61 biweekly (employee pays nothing)

Level 2: 95% State Contribution = \$377.73 biweekly (Employee pays: 5%)

Level 3: 90% State Contribution = \$357.85 biweekly (Employee pays: 10%)

Level 4: 85% State Contribution = \$337.97 biweekly (Employee pays: 15%)

*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program.

Open Competitive Career Opportunity Bulletin

DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

State House Station #28, Augusta, ME 04333

*Offices Located at Harlow and Deering Bldg. - AMHI Complex, Augusta

PLANNING & RESEARCH ASSISTANT

Opening Date: November 10, 2015

Closing Date: November 24, 2015

Location: Augusta

Position #: 00500-0595

Position Type: Full Time

Class Code: 0940

Grade/Salary: 14 \$12.51 - \$16.40/hr

BRIEF JOB DESCRIPTION: This is a paraprofessional position in the Bureau of Agriculture, Food and Rural Resources, Division of Agriculture Resources Development. This position is responsible for managing the workflow for up to 8 professional staff, but reports to the Bureau Director. The individual will be responsible for handling invoicing, receiving payments and other accounting duties for the division's accounts; conduct extensive work in the processing and monitoring of contracts; and manage promotional materials inventory. This person will maintain the division's promotional and other databases, including collecting, verifying and entering data as well as performing data manipulations for publications and reports. There is extensive interaction, both verbal and written, with consumers and agricultural producers. The position is the primary contact point for consumer inquiries regarding special events, marketing, farmland preservation, and agricultural production development inquiries. The position works with the Advantage finance system as well as with Access databases. The position is a revenue generating position, responsible for promotional materials sales and for assisting in accessing federal grants.

Minimum Qualifications: A two (2) year combination of education, training, and/or experience providing a knowledge of statistics, methods of research and planning, and/or economic analysis.

APPLICATION INFORMATION: *This is an Open Competitive position; candidates must be on the Planning & Research Assistant register to be eligible.* Candidates interested in being on the Planning & Research Assistant register must go to the BHR Open Competitive website and click on the Planning & Research Assistant "**Apply Now**" link at http://www.maine.gov/bhr/state_jobs/open_jobs.shtml and apply online for this classification. This does not necessarily mean that your name will be certified for an interview. This posting is not intended to allow time for candidates not already on the register to be tested, scored and placed on the register.